

Serial No. \_\_\_\_\_  
編號

**APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE \***  
租用 \* 社區會堂/社區中心設施申請表

**Section A 甲部**

To: Officer in charge \_\_\_\_\_ 主管  
致

1. Applicant  
申請機構

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Tel. No. \_\_\_\_\_  
電話

2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Fax. No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
傳真 電話

3. Date of function \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
活動日期 時間：由上/下午 至上/下午

4. Description of activity to be held:  
擬舉辦活動簡介

Name of function (English 英文) \_\_\_\_\_  
活動名稱  
(Chinese 中文) \_\_\_\_\_

Objectives: \_\_\_\_\_  
目的

Target of service: \_\_\_\_\_ Estimated No. of participants: \_\_\_\_\_  
服務對象 預計參加人數

Admission charges: Yes  No   
收費 是 否

If yes, please state the amount chargeable per head.

如要收費，請說明每名參加者須繳費用款額。

5. Facilities applied for (Please read “Guidelines on Use of Facilities in Community Centres in Wong Tai Sin” and “Guidelines on Use of Facilities in Tsz Wan Shan Community Hall”. For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (請參閱〈黃大仙各社區中心禮堂及其設施租用守則〉和〈慈雲山社區會堂設施租用守則〉。如需借用傢具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify 其他設施 (請註明)
Hall (*Including/Excluding Balcony) 禮堂 (*包括/不包括廂座)		
Dressing Rooms (Male/Female) 化妝室 (男/女)		
Conference Room 會議室		
Class Room/Meeting Room 課室 / 小組會議室		
Basketball Court 籃球場		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明_____)		

6. Application for exemption from payment of charges: Yes / No  
是否擬申請豁免收費：是 / 否

I hereby declare that I / and co-organizer\* belong to the following groups of organizations (\* Please delete as appropriate) 本機構現謹聲明本機構/協辦機構是屬於以下團體 (\*請 去不適用者)。

Applicant 申請機構	Co-organizer 協辦機構	Please “✓” the appropriate box (請在適當的空格內填上「✓」號)
<input type="checkbox"/>	<input type="checkbox"/>	1. subvented welfare agencies 資助福利團體
<input type="checkbox"/>	<input type="checkbox"/>	2. subvented educational institutions, subvented schools or non-profit making schools 資助教育機構、津貼學校或非牟利學校
<input type="checkbox"/>	<input type="checkbox"/>	3. Offices/Candidates of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處 / 立法會議員候選人和區議員候選人
<input type="checkbox"/>	<input type="checkbox"/>	4. charitable organizations 慈善團體
<input type="checkbox"/>	<input type="checkbox"/>	5. non-profit making organizations (Note: Please submit valid supporting documents or the organization’s constitution) 非牟利團體(註：請提交有效證明文件或會章)
<input type="checkbox"/>	<input type="checkbox"/>	6. local committees recognized by the Government 政府認可地方委員會
<input type="checkbox"/>	<input type="checkbox"/>	7. Government Departments 政府部門

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個協辦機構，請按以上要求另紙列出它們所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set out in “Guidelines on Use of Facilities in Community Centres in Wong Tai Sin” and “Guidelines on Use of Facilities in Tsz Wan Shan Community Hall” and should not take any profit out of the activity.

本人明白如申請豁免收費，申請人及其協辦機構(如有)必須符合〈黃大仙各社區中心禮堂及其設施租用守則〉和〈慈雲山社區會堂設施租用守則〉內之豁免收費條件，並不可從活動中賺取利潤。

I hereby declare that I have read and agreed to observe the conditions for use of the above facilities as set out in “Guidelines on Use of Facilities in Community Centres in Wong Tai Sin” and “Guidelines on Use of Facilities in Tsz Wan Shan Community Hall”.

本人已細閱〈黃大仙各社區中心禮堂及其設施租用守則〉和〈慈雲山社區會堂設施租用守則〉所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

Official stamp of applicant  
(applicable to applicant  
organisation only)  
申請機構的正式印鑑  
(只適用於以機構名義  
提出的申請)

Signature 簽署 : \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Position 職位 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

**Note 附註:**

Information provided in this form will be used for assessment of application, notification of results, calculation of utilisation rates, collection of fees (if any) and record keeping purposes.

本表格所載的資料，會用於評估申請、把結果通知申請者、計算使用率、收取費用 (如需要的話) 以及保存有關的紀錄。